



May 30, 2018

Dear PBS Customer,

Thank you for your continued work with the U.S. General Services Administration's (GSA) Public Buildings Service (PBS) in FY 2018. We appreciate your business and are reaching out with some important dates and information regarding the Reimbursable Services Program.

As a reminder, both PBS and customer agencies must follow appropriate fiscal law and regulations, in addition to PBS policies, when submitting, reviewing, and accepting RWAs.

RWA Deadlines

FY 2018 Year End Deadline: Economy Act and DoD RWAs: Friday, July 13, 2018

All Economy Act and Department of Defense (DoD) RWAs must be submitted to PBS by **Friday, July 13, 2018**. RWAs for above standard tenant improvement (TI) costs are required prior to lease award. Given the complexity and time associated with leases, it is probable that funds will need to cross fiscal years without obligation by PBS. In such scenarios, PBS cannot assist customers in complying with their internal financial constraints or the Economy Act.

Economy Act RWAs received after July 13, 2018 will be at a higher risk for non-acceptance as we approach the end of the fiscal year when the potential inability to contract for goods or nonseverable services by September 30th escalates.

FY 2018 Year End Deadline: Property Act RWAs: Friday, August 31, 2018

All Property Act RWAs must be submitted to PBS by **Friday, August 31, 2018**. PBS is only able to consider fully executable RWAs received prior to this deadline for acceptance. Fully executable RWAs must include:

- a clearly defined scope of work (must be for a current bona fide need)
- appropriate funding based upon a PBS created or vetted cost estimate generated from the scope of work
- appropriate customer signature

PBS is unable to accept new RWAs from customers in the month of September. The only exception is for amendments for within-scope changes or severable service (e.g., overtime utility) requests, which may still be accepted in September. RWAs for above standard tenant improvement (TI) costs are required prior to lease award.

RWAs received after these dates will be returned to you and may be re-submitted in FY 2019 with available funding. In the event of an emergency need during the month of September, please contact your RWA Manager. Emergency requests are handled on a case-by-case basis and generally involve an immediate threat to health, life safety, or property.

RWA Submission & eRETA

Customers can submit RWAs to PBS in one of two ways:

Option 1: Customer Direct Entry into eRETA (preferred)

RWA information can be entered directly into PBS' eRETA application and submitted for potential acceptance. While direct entry into eRETA is not currently mandatory, we strongly prefer the use of eRETA to send RWAs/RWA Work Requests to GSA. There are time and cost advantages to both PBS and our customers. eRETA benefits, training materials, and access information are available at www.gsa.gov/ereta.

Option 2: Manual Method: Customers can manually complete the RWA Form 2957 (version dated 09/2016 or later) and send it to PBS via email.

***Please note, an RWA Work Request is different than a fully executable RWA. An RWA Work Request initiates a project and starts the planning process to develop and refine a scope of work, schedule and estimate. We encourage you to start with an RWA Work Request to initiate the process and then coordinate with GSA to transition to a fully executable RWA per the above guidelines. Furthermore, digital signatures are not captured until after all customer and GSA data is fully populated in eRETA. As such, digital signatures may be applied after the deadlines mentioned above.*

***Submitting an RWA or RWA Work Request to PBS does not guarantee acceptance. You should not obligate funds until you receive a PBS signed RWA and Acceptance Letter.*

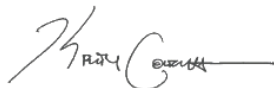
Training Opportunities

The Reimbursable Services Program is excited to announce the release of the 2018 RWA Basics Training, designed to increase consistency and understanding of RWA policy, types, life cycle, and RETA/eRETA. This course, along with other on-demand and live RWA and eRETA training opportunities, can be found at www.gsa.gov/rwa and www.gsa.gov/ereta.

Questions

Thank you for your attention to the details of this letter and your continued partnership with PBS. Please contact your RWA Manager with any questions. RWA Manager contact information, RWA Form 2957, and additional guidance can be found at www.gsa.gov/rwa. All eRETA information and access can be found at www.gsa.gov/ereta.

Sincerely,



Keith Colella
Director
GSA PBS Project Delivery Excellence Division
Reimbursable Services and Small Projects Programs